

**Healthy Families Indiana  
Administrative Alert**

**DATE:** April 8, 2011

**TO:** HFI CEO's and Program Managers

**FROM:** Audie Gilmer, HFI State Program Coordinator

**SUBJECT:** Administrative Alert #2011-3  
Re: Submission of HFI Invoices

This is to add to/ clarify information that was distributed last month regarding HFI invoicing.

DCS Claims has advised that when the change in the HFI billing process ( requiring that sites sign and mail paper invoices to DCS) occurred, it also became necessary for Claims have the invoices from **all** sites to process **any** claims.

On March 24, 2011 an email was sent to HFI providers indicating that DCS Claims was not receiving invoices on a timely basis and that claims could not be processed until paper claims had been received by DCS. To prevent delays in payment in the upcoming billing cycle, we are advising sites of the importance of timely submission of signed invoices and restating the process:

- Site submits claim to Datatude
- Datatude notifies site that invoice is available to print
- Site verifies that claim/invoice is accurate (report to Datatude if any discrepancy) and prints, signs, and mails invoice immediately to:

Suzanne Kobak  
Contract Specialist Supervisor  
Indiana Department of Child Services  
402 W. Washington Street W396, MC56  
Indianapolis, IN 46204

Thank you for your attention to this matter.

